ADAD Additional Prevention Services – Tutoring, Peer-to-Peer, and Family Programs

Task	Date
Monthly Billing (Monthly Service Form, Billing & Utilization Form, and invoice submitted in WITS)	Monthly; by the 15th of the following month
Monthly Data Entry (WITS)	Monthly; by the 15th of the following month
Projected Utilization 1	Within 1 month of Contract start date
Annual Evaluation Agreement	January 31st
Completed WITS Plan	January 31st
Quarter 1 Report	April 15th
Projected Utilization 2	April 15th
Quarter 2 Report	July 15th
Projected Utilization 3	July 15th
Progress Evaluation Report	July 30th
Quarter 3 Report	October 15th
Sustainability Plan	December 31st (anytime through this date)
Updated Strategic Plan	December 31st
Quarter 4 Report	January 15th
Year-End Report	January 30th
Final Evaluation Report	January 30th